

ANNEX E

FINANCE SECTION

The duties of the Finance Section are:

- Establish timekeeping procedures consistent with federal, state, and City guidelines for City Employee Services and City equipment.
- Provide guidance to other departments with respect to timekeeping, salary, benefits, and documentation procedures.
- Be responsible for all financial and cost aspects of the disaster, including record keeping, for reimbursement.
- Handle any property/equipment claims for compensation.
- Apprise the Management Section Chief (City Manager) of the current and projected financial status of the City.
- Obtain eligible reimbursement and other funding from state and federal sources expeditiously.

SOPs of the Department of Finance provide details regarding the methods used for tracking FEMA reimbursements.

Generic Checklist

(For All Positions)

Activation Phase:

- Check in with the Personnel Unit (in Logistics) upon arrival at the San Jose EOC.
- Report to Management Section Chief, Section Chief, Branch Coordinator, or other assigned Superior.
- Set up workstation and review your position responsibilities.
- Establish and maintain a position log, which chronologically describes your actions taken during your shift.
- Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.
- Ensure RIMS (Response Information Management System) is operational.

Demobilization Phase:

- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.
- Be prepared to provide input to the after-action report.
- If another person is relieving you, ensure he/she is thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave.
- Leave a forwarding phone number where you can be reached.

Finance/Administration Section Chief

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

1. Ensure that all financial records are maintained throughout the event or disaster.
2. Ensure that all on-duty time is recorded for all City emergency response personnel.
3. Ensure that all on-duty time sheets are collected from field Level Supervisors or Incident Commanders and their staffs.
4. Ensure there is a continuum of the payroll process for all City employees responding to the event or disaster.
5. Determine purchase order limits for the procurement function in Logistics.
6. Ensure that all travel and expense claims are processed within a reasonable time, given the nature of the situation.
7. Provide administrative support to all EOC Sections in coordination with the Personnel Unit, as required.
8. Activate units within the Finance/Administration Section as required and monitor section activities continuously and modify the organization as needed.
9. Ensure that all recovery documentation is accurately maintained during the response and submitted on the appropriate forms to the Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services.
10. Supervise the Finance/Administration Section.

Activation Phase:

- Follow the generic Activation Phase Checklist:
- Ensure that the Finance/Administration Section is set up properly and that appropriate personnel, equipment, and supplies are in place.
- Based on the situation, activate units within section as needed and designate Branch Coordinators for each element;
 - o Time Keeping Unit
 - o Claims Unit
 - o Financial Recovery Unit

- Ensure that sufficient staff is available for 24-hour schedule, or as required.
- Meet with the Logistics Section Chief and review financial and administrative support requirements and procedures; determine the level of purchasing authority to be delegated to Logistics Sections, based on the City Charter and Emergency Ordinance.
- Meet with all Unit Leaders and ensure that responsibilities are clearly understood.
- In conjunction with Unit Leaders, determine the initial Action Planning objectives for the first operational period.
- Notify the Management Section Chief when the Finance/Administration Section is operational.
- Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Operational Phase:

- Ensure that Finance/Administration position logs and other necessary files are maintained.
- Ensure that displays associated with the Finance/Administrative Section are current, and that information is posted in a legible and concise manner.
- Participate in all Action Planning meetings.
- Brief all Unit Leaders and ensure they are aware of the EOC objectives as defined in the Action Plan.
- Keep the Management Section Chief aware of the current fiscal situation and other related matters, on an on-going basis.
- Ensure that the Recovery Unit maintains all financial records throughout the event or disaster.
- Ensure that the Time Keeping Unit tracks and records all agency staff time.
- In coordination with the Logistics Section, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner.
- Ensure that the Time-Keeping Unit processes all time sheets and travel expense claims promptly.
- Ensure that the Finance/Administration Section provides administrative support to other EOC Sections as required.

- Ensure that all recovery documentation is accurately maintained by the Recovery Unit during the response, and submitted on the appropriate forms to Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

Claims Unit Leader – Finance Section

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Oversee the investigation of property/equipment damage claims involving the City, arising out of the event or disaster.
2. Complete all forms required.
3. Maintain a file of property/equipment damage claims associated with the event or disaster, which includes results of investigations.
4. Supervise the Claims Unit.

Activation Phase:

- Follow the generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain a position log and other necessary files.
- Maintain a chronological log of property/equipment damage reported during the event or disaster.
- Investigate all property/equipment damage claims as soon as possible.
- Prepare appropriate forms for all property/equipment damage claims.
- Coordinate with the Safety Officer regarding the mitigation of hazards.
- Keep the Finance/Administration Chief informed of significant issues affecting the Compensation and Claims Unit.
- Forward all equipment or property damage claims to the Recovery Unit.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

Financial Recovery Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Collect and maintain documentation of all disaster information for reimbursement from the Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services.
2. Coordinate recovery with disaster assistance agencies.
3. Prepare and maintain a cumulative cost report for the event or disaster.
4. Supervise the Unit and Financial Recovery Operations.

Activation Phase:

- Follow the generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain position log and other necessary files.
- In conjunction with Budget Office, compute costs for use of equipment owned, rented, or donated or obtained through mutual aid.
- Obtain information from the Resources Status Unit regarding equipment use time.
- Ensure that the Finance Office establishes a disaster accounting system to include an exclusive cost code for disaster response.
- Ensure that each section is collecting cost recovery documentation daily at the end of each shift.
- Meet with the Documentation Unit Leader and review EOC Position logs, journals, all status reports and Action Plans to determine additional cost recovery items that may have been overlooked.
- Act as the liaison for the City of San Jose EOC, with the county and other disaster assistance agencies, to coordinate the cost recovery process.
- Prepare all required state and federal documentation as necessary to recover all allowable disaster response and recovery costs.

- Contact and assist Incident Commanders and obtain their cumulative cost totals for the event or disaster, on a daily basis.
- Prepare and maintain a cost report for the Finance/Administration Chief, EOC Director, and City Council. The report should provide cumulative analyses, summaries, and total disaster/event related expenditure for the City.
- Organize and prepare records for final audit.
- Assist the EOC Coordinator and Planning/Intelligence Section with preparation of the After-Action Report.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

Time Keeping Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

1. Track, record, and report all on-duty time for personnel working during the event or disaster.
2. Ensure that personnel time records, travel expense claims and other related forms are prepared and submitted to City budget and payroll office.
3. Supervise the time keeping unit.

Activation Phase:

- Follow the generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain position logs and other necessary files.
- Initiate, gather, or update time reports from all personnel, including volunteers assigned to each shift; ensure that time records are accurate and prepared in compliance with City policy.
- Obtain complete personnel rosters from the Personnel Unit. Rosters must include all EOC personnel as well as personnel assigned to the field level.
- Provide instructions for all supervisors to ensure that time sheets and travel expense claims are completed properly and signed by each employee prior to submitting them.
- Establish a file for each employee or volunteer within the first operational period to maintain a fiscal record for as long as the employee is assigned to the response.
- Keep the Finance/Administration Section Chief informed of significant issues affecting the Time-Keeping Unit.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.